This statement represents a guide to the acceptable use of electronic mail for communication on computers managed by Worcester State College. The intent of this use policy is to make clear certain cases that are consistent or inconsistent with the purposes of WSC, not to completely enumerate all such possible uses.

1. **WSC Primary Goals**

The WSC network is a centralized computer and data communications resource committed to supporting the computing needs of public higher education through technology and services. The goal of the WSC network is to support and enhance instruction and research activities in and among educational institutions by providing access to computational resources, computer mediated communication resources, shared resources, unique resources, and the opportunity for collaborative work. In addition to access to local-network shared resources, the WSC network, through its INTERNET connection, provides access to regional, national, and international resources.

2. **Electronic Mail Acceptable Use Policy**

2.1 Use of electronic mail is to be consistent with the guidelines delineated in "WSC Acceptable Use Policy". Electronic mail carried across other networks such as local area networks, regional networks, or the INTERNET are subject to acceptable use policies of those other networks.

2.2 Use of WSC computers for electronic mail that is not consistent with the guidelines delineated in "WSC Acceptable Use Policy" and "Worcester State College Electronic Mail Policy" may result in termination of electronic mail privileges.

2.3 All electronic mail use of WSC computers must be consistent with WSC's primary goals.

2.4 Electronic mail should be used as a source of information and efficient communication by students, faculty, and staff in the education community.

3. **Guidelines for Effective use of Electronic Mail**

The items below are guidelines to consider when using electronic mail so that you may more effectively communicate.

**Sending Messages.**

• Be selective when creating a mass mailing.
• Create single-subject messages whenever possible.
• Exercise caution, the confidentiality of your message cannot be guaranteed. Messages can be misdirected and/or be forwarded by recipients to other electronic mail addresses.
• Because messages can be saved on storage media or be forwarded by recipients to other electronic mail addresses, assume that any message you send is permanent.
• Separate opinion from non-opinion, and clearly label each.
• If emotion is included in a message, clearly label it.
• Identify yourself and your affiliations clearly.
• Be selective in sending messages to listserves, interest groups, bulletin boards, etc.

Do not insult or criticize third parties without giving them a chance to respond.

**Receiving and responding to messages.**

• If you receive a message intended for another person, notify the sender.
• Avoid responding while emotional.
• If a message generates emotions, look again.
• Assume the honesty and competence of the sender.
• Separate opinion from non-opinion while reading a message, so you **can respond appropriately**.
• Consider alternative media.
• Avoid irrelevancies.

4. **Violation of Policy**

Worcester State College Technology Planning Group will review alleged violations of Acceptable Use Policy on a case-by-case basis. Violations of policy will result in appropriate action, such as: loss of electronic mail privilege, loss of computer privilege, or referral to appropriate authorities.